



GENERAL INSURANCE CORPORATION OF INDIA
(A Government of India Company)

RECRUITMENT OF SCALE I OFFICERS

GIC Re, the 'National Reinsurer of India', is the 15th largest Reinsurance Company in the world with offices in India and abroad, is looking for **Company Secretaries to fill in the positions of 2 Officers** in the cadre of **Assistant Manager – Company Secretary (Scale-I)** to be posted in Head Office, Mumbai.

To know more about GIC Re, go through the details on the website www.gicre.in

Candidates desirous to apply may visit the <https://placement.icsi.edu/PlacementApp/member>

I. The details of vacancies are as follows:

STREAM/ DISCIPLINE	NO. OF VACANCIES	MINIMUM EDUCATIONAL QUALIFICATIONS REQUIRED
COMPANY SECRETARY	2	Graduation in any discipline with minimum 60% marks for General & OBC candidates (55% for SC/ST candidates) and candidates should have passed the Final examination of Institute of Company Secretaries of India.

The candidates should fulfil the following conditions as well :-

1. The candidate should possess the required qualification and additional qualification with the University / Institution as on 01.03.2023.
2. The Candidates should provide their membership number and the same will be verified with Institute of Company Secretaries of India.
3. The candidates should possess Computer proficiency and excellent skills in Excel, Word.

The last date to apply for the Post is 31.03.2023 and applications received after 31.03.2023 will not be considered.

Nationality : A candidate applying for above vacancies in the Corporation must be either : (a) a citizen of India or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India , or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. RESERVATION OF VACANCIES

Total Vacancies : -

General	SC	ST	OBC	EWS	PWD (HI/VI/OC/ID/MD)	Total
1	0	0	1	0	0	2

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; EWS: Economically Weaker Section; PWD: Persons with Disabilities; LD: Locomotor Disability; HI: Hearing Impairment VI: Visual Impairment; ID: Intellectual Disability; MD: Multiple Disability.

The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements at the time of final selection & availability of successful candidates. The reservation under various categories will be as per prevailing Government guidelines at the time of finalization of result.

Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation and age relaxation.

III. Age Criteria : Age (As on 01.03.2023)

Minimum age : 21 years.

Maximum age : 30 years

Candidate should have been born not earlier than 02.03.1993 and not later than 01.03.2002 both days inclusive.

Relaxation in upper age limit.

Schedule Caste / Scheduled Tribe	5 Years
Other Backward Class (eligible for reservation)	3 Years
Person with Disability	10 Years
Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 45 years
Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years
Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
Existing Confirmed Employees of Public Sector General Insurance Companies (including GIC & Agriculture Insurance Company of India Ltd.)	8 years

NOTE:

(i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on a cumulative basis subject to the maximum age not exceeding 45 years.

(ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification.

DEFINITION OF EX-SERVICEMEN (EXSM)

(i) EX-SERVICEMEN (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

(ii). DISABLED EX-SERVICEMEN (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely: a. Blindness and low vision; b. deaf and hard of hearing; c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. specific learning disability; e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability: Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”. Accordingly, candidates with the afore mentioned disabilities are eligible to apply. A person who wants to avail of benefit of reservation/relaxation will have to submit a Disability Certificate issued by a Competent Authority.

IV. Emoluments and Benefits

Basic Pay Rs.50,925/- per month in the scale of Rs.50925 -2500(14) – 85925 -2710(4) -96765 and other admissible allowances like DA, HRA, CCA, etc. The total emoluments will be approximately Rs. 85,000/-p.m. plus other benefits which are New Pension Scheme and Newspaper /Internet Allowance, Leave Travel Subsidy, Medical Benefits, House Furnishing Allowance, Household Help Allowance, Sodexo, Personal Accident cover, housing, vehicle and computer loans with subsidized interests, and interest free advances for festival, natural calamities and any other benefits as per rules and on confirmation of service in the Corporation. The officers are also entitled for Corporation’s / leased accommodation as per norms. (Presently Corporation owned accommodations are not available, whereas lease accommodation will be permitted as per norms). The present lease accommodation limits at Mumbai is Rs.30,000/- per month.

GIC Re provides excellent opportunity for career growth in the highly specialized area under which the Corporation is operating, through training and development interventions within the country as well as overseas.

V. Service Conditions :

The selected candidates are governed by all the terms and conditions of service as applicable in General Insurance Corporation of India from time to time. Posts are permanent and the selected candidates on appointment will be posted at Mumbai or transferred to any place in India and abroad, as deemed necessary. **HOWEVER, THE INITIAL POSTING WILL BE IN ITS CORPORATE OFFICE AT MUMBAI ONLY.**

VI. Selection Procedure :

The selection for the above post shall be on the basis of shortlisting of the candidates based on Preliminary Screening, performance in Interview and medical examination.

Interview

Candidates who have been shortlisted in the Preliminary screening will subsequently be called for Interview to be conducted by the Corporation. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates later. The interview may be conducted virtually as well.

However, the Corporation reserves the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances.

The seniority of the selected candidates will be as per the merit list. A waiting List of candidates may also be prepared and may be utilized in the event of non-acceptance of employment offer by the candidates selected in the final merit list. However, the decision of offering appointment to the candidates from the waiting list is the discretion of the management.

The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age and qualification and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the INTERVIEW will not automatically confer any right of being selected for the said post.

VII. List of Documents to be produced before screening/interview (as applicable):

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted before interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate before interview will debar his candidature from further participation in the recruitment process.

- i) Printout of the valid Interview Call Letter
- ii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- iii) Photo Identify Proof as indicated in *IDENTITY VERIFICATION of the advertisement
- iv) Mark-sheets & certificates for Std X, XII, Degree (Graduation/Post Graduation). Proper document from Board / University for having declared the result on or before **01.03.2023** has to be submitted.
- v) Where CGPA / OGPA are awarded, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- vi) ***Proof of passing the final examination of Institute of Company Secretaries of India. Candidates should provide their membership number and the same will be verified with Institute of Company Secretaries of India***
- vii) Caste Certificate
- (a) Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:

- I. District Magistrate / Additional District Magistrate / Collector/Deputy Commissioner / Deputy Collector/ First Class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- II. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- III. Revenue Officer not below the rank of Tehsildar.
- IV. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- V. In so far as the Scheduled Tribes community of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

Note: Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of interview.

(b) Candidates seeking reservation as OBC are required to submit a certificate regarding his/her "OBC Status & Non-Creamy Layer Status" issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993, as amended from time to time.

Certificate should contain the “Non Creamy Layer Clause” in line with Column 3 of the Schedule to the DoPT OM No.36012/22/93-Estt.(SCT) dated 08/09/1993 (as amended from time to time). The certificate should be based on the income for the preceding three financial years i.e., **FY 2019-20, 2020-21 and 2021-22 (and should have been issued after 31.03.2022)**. Without this the candidate will not be allowed to appear for the interview.

Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format:

“I, _____ son/daughter of Shri _____ resident of Village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993, as amended from time to time. It is also declared that I do not belong to persons /sections /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, as amended from time to time.”

Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the application form.

viii) For persons with benchmark disabilities, Disability certificate in prescribed format issued by the authorized certifying authority. The authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

ix) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 01.03.2023.

x) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

xi) Persons eligible for age relaxation under III above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

xii) Experience certificates, if any

xiii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India

xiv) Any other relevant documents in support of eligibility

xv) Please refer to Annexure for the prescribed formats of (SC, ST, OBC, PWD, EWS, Ex-Servicemen) certificates to be submitted at the time of interview etc. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

APPLICABLE FOR EWS CANDIDATES

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE: The benefit of reservation under EWS can be availed upon production of an income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure – I shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- i) *District Magistrate/Additional District Magistrate/Collector/Deputy or Commissioner/Additional Deputy Commissioner/1st Class Stipendiary or Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner*
- ii) *Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate*
- iii) *Revenue Officer not below the rank of Tehsildar and*
- iv) *Sub-Divisional Officer of the area where the candidate and/or his family normally resides.*

INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS AS PER PRESCRIBED FORMAT IN ANNEXURE - I

The decision of Management/Selection Committee in respect of selection of candidates will be final and binding upon the candidates.

VIII) Probation :

Selected candidates if medically found fit, will be appointed as Assistant Manager on probation for a period of one year, which may be extended by a further period upto one year. The Corporation reserves the right to terminate service of a candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason therefor. During the probationary period, candidates will be required to undergo theoretical and practical training, as may be arranged for them.

IX) Guarantee Bond

Before joining as probationer, the selected candidate will be required to give an undertaking to serve the Corporation for a minimum period of four years including probationary period, failing which he/she will pay liquidated damages equivalent to one year's gross salary paid to him / her during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides he/she will have to submit a stamped Indemnity bond duly executed by two sureties of sound financial standing and not related to the candidate, for an amount equivalent to one year's gross salary.

No lien/bond executed to retain a substantive post with present employer will be binding upon the Corporation and no Leave Salary or Pension Contribution will be made.

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in District /
Division* _____ of the State / Union Territory* _____ belongs to the _____ Caste/Tribe* which
is recognized as a Scheduled Caste/ Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ; *The Constitution (ST) Orders (Amendment) Ordinance, 1996.

.....2

#2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father/Mother*ofSri/Smt/Kumari* _____ -
_____ of village / town _____ in
District/Division* _____ of the State/Union Territory* _____ who belong to
the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by
the _____ [Name of the authority] vide their order No.
_____ dated _____.

3.Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in
village/town* _____ of _____ Distict / Division* of the State / Union Territory* of

Signature _____

Designation _____

Place: _____ [With seal of Office]
Date : _____ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*Please delete the words which are not applicable

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt./Kumarison/daughter of
..... of village/ town

In District/ Division in the State / Union Territory
.....belongs to the community which is recognized as a
backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution

No. dated*. Shri/ Smt./Kumari And/or his/her family ordinarily reside (s)
in the District/ Division of the State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of
Personnel & Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

FORM -II
Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed above, and am
satisfied that :

(A) he/she is a case of :

Locomotor
Disability
Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____ % (in figure) _____ percent (in words) permanent physical impairment/blindness in
relation to his/her _____ (part of body) as per guidelines (to be specified)

The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

FORM - III
Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is

affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is : (i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - IV
Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ PostOffice

_____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, Or

(ii) is recommended / after
_____ years
_____ months,
and therefore this
certificate shall be valid
till (DD / MM / YY) ____

@ - e.g. Left/Right/both arms/legs# - e.g.
Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of	Details of authority issuing certificate
	Issue	

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31stDecember , 1996.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name _____ whose date of Birth is _____ has rendered Service from _____ to _____ in Army/Navy/Air Force.

2. He has been released from military services :

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : Signature, Name and Designation of the
Competent Authority **

Date: SEAL

Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

PROFORMA - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignment on or before 01.02.2023

3. No disciplinary case is pending against him

Place : Signature, Name and Designation of the

Competent Authority **

Date: SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

PROFORMA - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy availing concessions as an Ex-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector undertaking, Autonomous Bodies/ Statutory Bodies, Nationalised Banks, etc.)

Place :

Date : Signature and Name of Candidate

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

1. It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____
2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

*Place : Signature, Name and Designation of the Competent Authority ***

Date: SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____

Name _____

Designation _____

Recent Passport size
attested photograph
of the applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

* Note1: Income covered all sources i.e. salary, agricultural, business, profession, etc.

** Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. ***

Note3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.